

Completing the UC electronic Professional Experience Report



1 - Instructions for Mentor Teachers

As the mentor teacher you are asked to fill out the following areas of this form

1. School Name
2. Mentor Teacher
3. Year Level/Discipline
4. Report Type
5. Interim Feedback (if relevant)
6. Final Report Result

Please note this form needs to be opened in and filled out in an Adobe Acrobat program. This is to allow the use of appropriate digital signature security measures.

Adobe Acrobat Reader is free to download and use. The free download can be found on the official Adobe website (<https://acrobat.adobe.com/au/en/acrobat/pdf-reader.html>)
UC Students have access to this program on UC campus student computers.

Full instructions on how to create a digital signature can be found at the end of this document.

7. Days completed including start and end date
8. Section 1
9. Section 2
10. Section 3
11. Mentor Teacher - general comments
12. Mentor Teacher Name, Mentor Teacher Sign and Date (LAST STEP)
 - a. **PLEASE NOTE – Once you apply your digital signature to the Mentor Teach Signature box, all comment boxes except the Preservice Teacher Reflective Comments will LOCK and you will be unable to change or edit them. This is a deliberate security feature of the form. We suggest composing your comments in another program such as Word or Google doc and copying and pasting them into the appropriate section of the form when you are finished writing all comments.**

When you electronically sign the form, you will be prompted to sign with a Digital ID file. This file needs to be linked to/associated with your institutional email (jane.doe@ed.act.edu.au). When we receive the form, we will be checking the digital credentials of each signature and if the signature is

not linked to your institutional email the form will not be accepted. If you do not already have this Digital ID setup, please do so and proceed to sign the document.

Once you have completed the relevant sections of the form please forward the signed form to your SPEC to review and sign. Both you and the SPEC need to have signed the form before sending to the Preservice teacher for completion.

2 - Instructions for SPECS

As the SPEC please check over the form and confirm that all information is correct and sign the form electronically. When you electronically sign the form, you will be prompted to sign with a Digital ID file. This file needs to be linked to/associated with your institutional email (jane.doe@ed.act.edu.au). When we receive the form, we will be checking the digital credentials of each signature and if the signature is not linked to your institutional email the form will not be accepted. If you do not already have this Digital ID setup, please do so and proceed to sign the document.

2.1 – Instructions for Mentor Teacher OR SPEC

Once the form has been signed by both Mentor teacher and SPEC it needs to be emailed to the Preservice teacher to be completed and submitted. Either the SPEC can send the form onto the student once they have signed it or the SPEC can send the form back to the Mentor teacher for them to send to the student. Either is ok but please ensure that the process for this is clear within your school to reduce the risk of missed reports.

3 - Instructions for Pre-Service Teachers

As the preservice teacher you are required to fill out the following;

1. Student number
2. Course
3. Aligned Unit of Study
4. Preservice Teacher – Reflective Comments section AFTER your mentor teacher has entered their comments.
5. Preservice Teacher Name, Preservice Teacher Sign, Date.
 - a. PLEASE NOTE – Before signing please ensure that all sections on the front page are filled in with the correct details.

Once you have filled out all the necessary sections and completed your reflective comments please date and electronically sign the form. When you electronically sign the form, you will be prompted to sign with a Digital ID file. This file needs to be linked to/associated with your UC student email. When we receive the form, we will be checking the digital credentials of each signature and if the signature is not linked to your UC student account the form will not be accepted. If you do not already have this Digital ID setup, please do so and proceed to sign the document.

Once the form is fully completed please email the completed form to peoffice@canberra.edu.au with your Student email.

Creating a Digital Signature with Adobe Acrobat

1

When you are ready to sign the form (all details and comments should be entered and correct) click the signature area you wish to sign.

SIGNATURES (NAME AND SIGN)		30 DAYS <input type="radio"/> OTHER (<i>specify</i>) <input type="radio"/>
PRESERVICE TEACHER NAME:	<input type="text"/>	DATE: <input type="text"/>
PRESERVICE TEACHER SIGN:	<input type="text"/>	<input type="text"/>
MENTOR TEACHER NAME:	<input type="text"/>	DATE: <input type="text"/>
MENTOR TEACHER SIGN:	<input type="text"/>	<input type="text"/>
SPEC NAME:	<input type="text"/>	DATE: <input type="text"/>
SPEC SIGN:	<input type="text"/>	<input type="text"/>

2

2

This will create a pop-up box prompt to Configure Digital ID. Click Configure Digital ID

REPORT TYPE INTERIM <input type="radio"/> FINAL <input type="radio"/>	INTERIM FEEDBACK SATISFACTORY PROGRESS <input type="radio"/> OTHER <input type="radio"/>	
FINAL REPORT RESULT SATISFACTORY <input type="radio"/> UNSATISFACTORY <input type="radio"/>		
SIGNATURES (NAME AND SIGN)		
30 DAYS <input type="radio"/> OTHER (<i>specify</i>) <input type="radio"/>		
PRESERVICE TEACHER NAME:	<input type="text"/>	DATE: <input type="text"/>
PRESERVICE TEACHER SIGN:	<input type="text"/>	<input type="text"/>
MENTOR TEACHER NAME:	<input type="text"/>	DATE: <input type="text"/>
MENTOR TEACHER SIGN:	<input type="text"/>	<input type="text"/>
SPEC NAME:	<input type="text"/>	DATE: <input type="text"/>
SPEC SIGN:	<input type="text"/>	<input type="text"/>

2

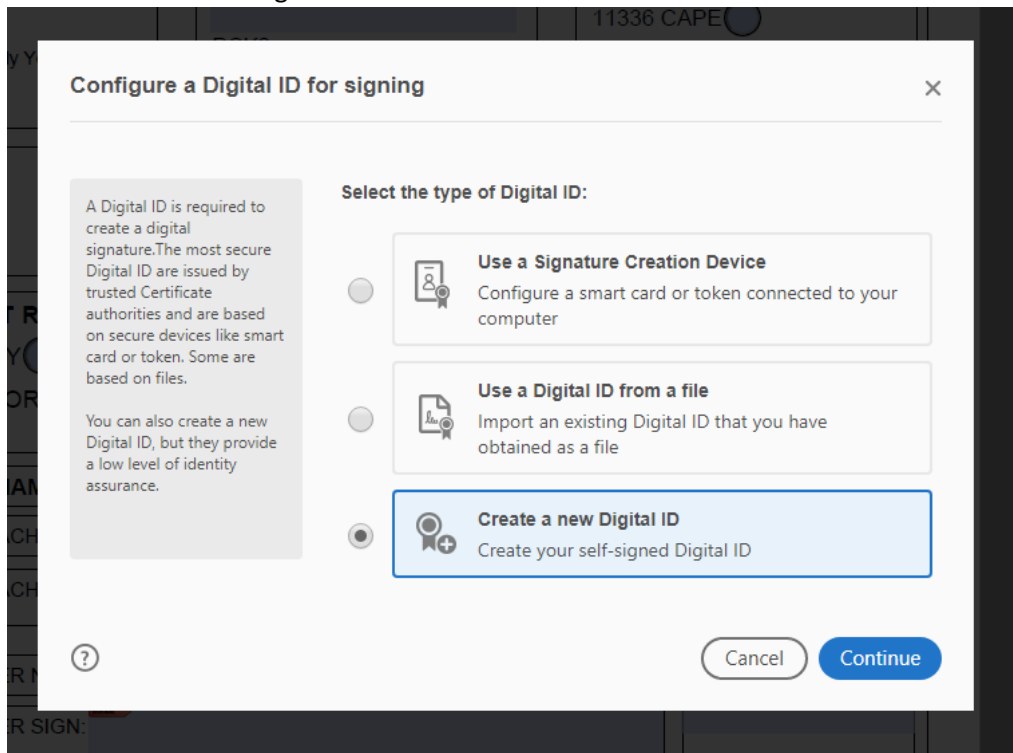
Digital ID Configuration Required

This signature field requires a digital signature identity.
Would you like to configure one now?

Help Cancel

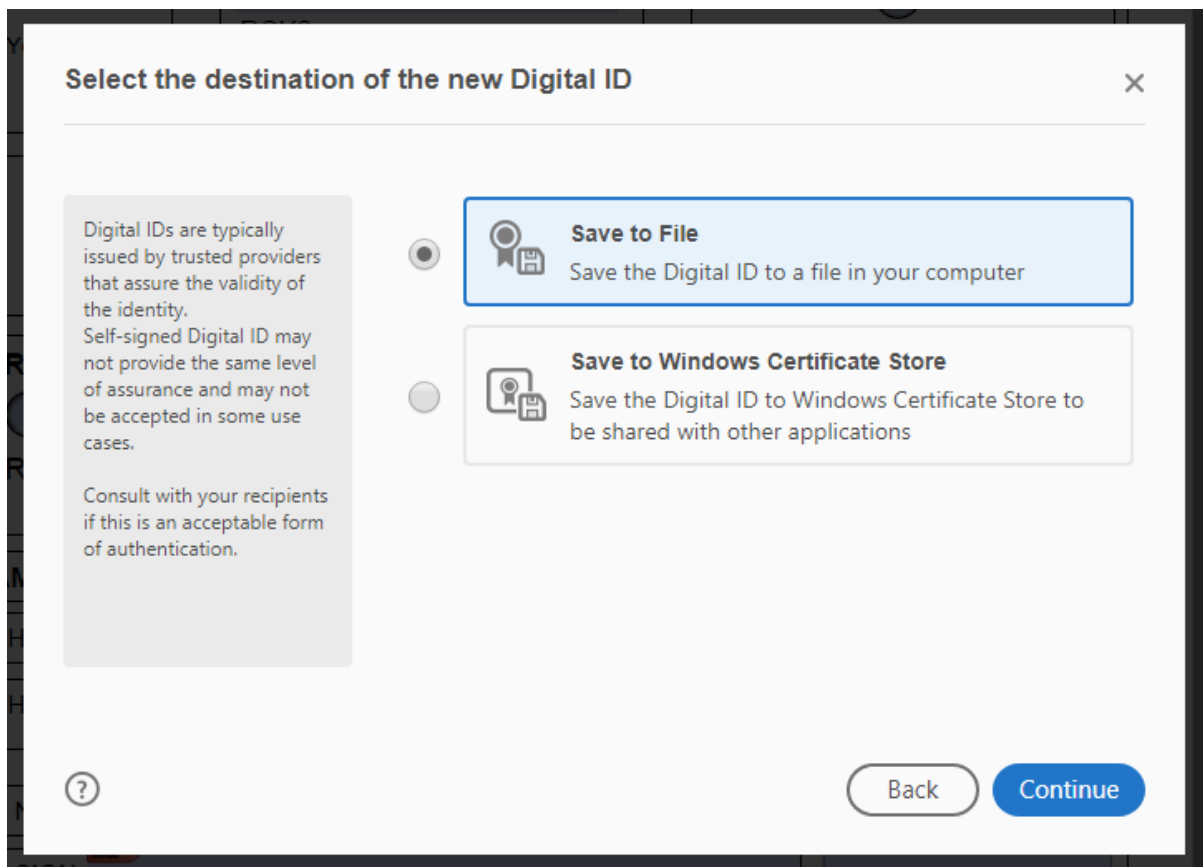
3

Select Create a new Digital ID and click Continue.



4

Select Save to File and click continue. This will then ensure that the computer you are using will remember your signature for future forms.



5

Fill out all areas of the form and click continue. Please ensure you use your institutional email when doing this (eg jane.do@act.edu.au)

Create a self-signed Digital ID [X]

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name: Andrea Lewis

Organizational Unit: Careers UC

Organization Name: University of Canberra

Email Address: andrea.lewis@canberra.edu.au

Country/Region: AU - AUSTRALIA

Key Algorithm: 2048-bit RSA

Use Digital ID for: Digital Signatures

[?] [Back] [Continue]

6

Set your password. Please ensure this password is secure and you can remember it. You will be prompted to enter this password whenever you sign a form digitally.

Save the self-signed Digital ID to a file [X]

Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing.

Save the Digital ID file in a known location so that you can copy or backup it.

Your Digital ID will be saved at the following location :

C:\Users\s437354\AppData\Roaming\Adobe\Acrobat\2 [Browse]

Apply a password to protect the Digital ID:

..... [Progress bar]

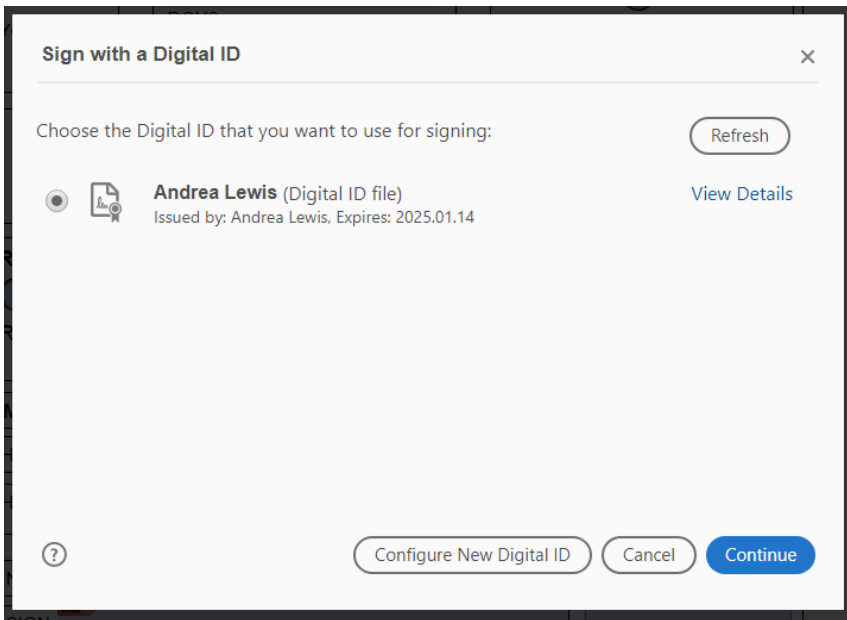
Confirm the password:

.....

[?] [Back] [Save]

7

Now your digital signature has been created you can select to use it to sign the document, press continue.



8

Enter your password and select sign



9

The document has now been signed digital by you.

SIGNATURES (NAME AND SIGN)		30 DAYS <input type="radio"/>	OTHER (specify) <input type="radio"/>
PRESERVICE TEACHER NAME:		DATE:	
PRESERVICE TEACHER SIGN:	Andrea Lewis <small>Digitally signed by Andrea Lewis Date: 2020.01.14 12:03:56 +11'00'</small>		
MENTOR TEACHER NAME:		DATE:	
MENTOR TEACHER SIGN:			
SPEC NAME:		DATE:	
SPEC SIGN:			

2